Revised: February 9, 2016

## <u>LAW CLERK HIRING INFORMATION</u> Richard J. Sullivan, United States District Judge

## **Chambers Contact Information:**

United States District Court Southern District of New York 40 Foley Square, Room 2104 New York, NY 10007 (212) 805-0264 SullivanNYSDChambers@nysd.uscourts.gov

**<u>Positions</u>**: Judge Sullivan currently has openings for one-year clerkships beginning in 2018 and 2019.

<u>Application Process</u>: Applicants may submit their applications to chambers via email, mail, or, if available for the relevant term, through OSCAR. Application materials must include a cover letter, resume, law school transcript, undergraduate transcript, two writing samples, and three letters of recommendation (which may be submitted under separate cover). One of the writing samples must be a legal writing sample – such as a legal memorandum, brief, or law school paper. The second sample may be a non-legal writing sample that demonstrates strong writing ability.